

Senior Project FRESH

Market Fresh Food

LEAD AGENCY GUIDE BOOK 2019

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Lead Agency Responsibilities

Lead Agencies act as the distribution site for the Senior Project FRESH/Market FRESH coupons. Responsibilities include:

Market the program to all older adults or select a target group. You may market the program through the media, flyers, word of mouth or whatever method works best for you. Or, you may select a target group of older adults that:

- Your agency works with
- Lives in a senior housing complex
- Participates in another federal program, such as SNAP or Commodities
- Participated in the program in the past
- Older adults at a lower poverty level, such as 135%
- Other characteristics that go beyond the basic eligibility

If you choose to market to a select group of older adults, please fill notify AASA of your plans, and a brief explanation of why you chose that group.

Determine Eligibility

Eligibility Requirements:

- Must be 60 years of age or older at the time of receiving coupons.
- Must live in the county where getting the coupons*.
- Must have a total household income of 185% of poverty or less.

Lead agencies are not required to means-test, or to ask for verification of income. Lead agencies may show the applicant the most recent USDA Poverty Guidelines (Appendix A) and ask the applicant if they fall within the 185% of poverty guidelines. If the applicant does, they then sign the application or, if working with a lead agency staff person using the on-line program, verbally verify to the lead agency staff that they are within the guidelines.

**Arrangements can be made for participants that live closer to a distribution site in another county. Please call the State Coordinator for more information.*

The lead agency staff person may ask to see an ID or other documentation to verify residence in the county, and age.

Application Process

Once eligibility is determined, the lead agency must collect information on each participant. This can be in one of the following formats:

Paper Application:

Each applicant must complete an application. (Do not put two applicant's info on the same form). Have them answer as many questions as possible. Most of the information is required by the USDA. The USDA uses the data to determine if the program will continue in future years, so failure to complete the application may result in the program being discontinued. Staff should assist applicants with looking at the Income Guideline Sheet and determining if they qualify. Applicant should sign, initial, or make their mark on the application, verifying that they qualify.

Staff should then sign and list the coupon numbers that are given to the applicant. This information should be transferred later to the on-line database.

Web-based Application:

Lead agency staff may use the web-based application when working with an applicant. The staff person will have the ability to search the previous year database of participants and then update as needed, or may add new participants as needed. The questions will be the same as the paper application.

Agencies may have applicants fill out the paper application, and later transfer it to the on-line database.

COUPONS

Coupons and coupon holders will arrive in boxes. The coupons come three (3) to a sheet. Each sheet is 8.5 x 11. The coupon sheets are perforated so you can easily separate them as needed.

Each coupon book contains ten (10) \$2.00 coupons. When you get the coupons, you can fold them together in a 10-pack, or you may separate them. You can also staple them together inside the coupon holder as long as you only use 1 staple and do not staple over the barcode or coupon number.

\$2 MICHIGAN OFFICE OF SERVICES TO THE AGING
SENIOR FARMERS NUTRITION PROGRAM
MARKET FRESH 2017

This coupon is good for Michigan-grown, unprocessed products.
May only be used at farmers markets and roadside stands displaying the sign
"Senior Project FRESH/Market FRESH Welcome Here"

Market Master Number: 001001 Farmer Number: Signature of Market FRESH participant/proxy

COUPON EXPIRES OCTOBER 31, 2017
Market Master must submit for payment by November 17, 2017

No change is permitted. Please see list of eligible items

\$2 MICHIGAN OFFICE OF SERVICES TO THE AGING
SENIOR FARMERS NUTRITION PROGRAM
MARKET FRESH 2017

This coupon is good for Michigan-grown, unprocessed products.
May only be used at farmers markets and roadside stands displaying the sign
"Senior Project FRESH/Market FRESH Welcome Here"

Market Master Number: 001002 Farmer Number: Signature of Market FRESH participant/proxy

COUPON EXPIRES OCTOBER 31, 2017
Market Master must submit for payment by November 17, 2017

No change is permitted. Please see list of eligible items

\$2 MICHIGAN OFFICE OF SERVICES TO THE AGING
SENIOR FARMERS NUTRITION PROGRAM
MARKET FRESH 2017

This coupon is good for Michigan-grown, unprocessed products.
May only be used at farmers markets and roadside stands displaying the sign
"Senior Project FRESH/Market FRESH Welcome Here"

Market Master Number: 001003 Farmer Number: Signature of Market FRESH participant/proxy

COUPON EXPIRES OCTOBER 31, 2017
Market Master must submit for payment by November 17, 2017

No change is permitted. Please see list of eligible items

TIP: Pre-assembly of the coupon books will save time at the distribution.

Did you know.....

Michigan's food and agriculture system is a large portion of this state's workforce. Total employment resulting from this sector is 923,000 which accounts for about 22 percent of the state's employment.

COUPON HOLDERS

Coupon holders must be used for each set of ten (10) coupons distributed. The holders have instructions for the participant of what they can and cannot buy with their coupons. The coupon holder also lists the participants name, and any proxy's they may have, along with their signature, initials, or mark. Have the participant sign, initial or make their mark on the coupon holder in your presence. A staff person may print the name of the participant on the folder. If the proxy is not at the distribution site to sign the holder, the staff person should print the proxy name and the participant should have them sign it when they can. (Please see the section on proxies for more information).

MI DHHS AGING AND ADULT SRVS SENIOR PROJECT FRESH/ MARKET FRESH 2019

ISSUED TO:

SIGNATURE:

PROXY NAME:

PROXY SIGNATURE:

(Outside of Coupon Holder)

How To Use Your Coupons

You may only use your coupons for Michigan-grown, unprocessed items such as fruits and vegetables. You may also use them for herbs, spices and honey.

You may NOT buy eggs, cheese, dairy products, bakery items, plants, cider, jams, jellies, prepared, canned or dried foods, flowers or anything else that is not listed on your eligible items list.

Please do not ask the farmer or market to sell you things that are not eligible.

You or your proxy must sign, initial or make your mark on your coupons when you use them.

Farmers may not give you cash for your coupons for change. You may use cash and coupons together for your purchase.

(Inside of Coupon Holder)

The coupon holders are scored in the middle to make them easier to fold. The coupon holder and the coupons are the same color. Remind the participant that they must take the coupon holder with them to the market or roadside stand. The farmer will be comparing the signature, initials or mark on the coupon to that of the signature, initials or mark on the coupon holder.

COUPON REGISTERS

Coupon tracking is required by the USDA. The coupon register is used to track which coupons each participant receives. It assures all program staff, federal, state and local, that the participant, or their proxy, has received the coupons.

The coupon register will be emailed to you. It is an Excel file. It is set to print out properly, so if you open it and select 'Print' you should not need to adjust any settings. If you do have problems with it, or cannot print it out, please email the Statewide Coordinator to get a copy mailed to you.

Don't forget to fill out these blanks before sending the registers in!!

SENIOR PROJECT FRESH/MARKET FRESH				2017	
County:		<<County Name>>			
COMPLETE THE HIGHLIGHTED LINES BELOW. RETURN ORIGINAL TO SHERRI KING NO LATER THAN December 1 of the current year.					
NUMBER OF BOOKS ISSUED				100	
NUMBER OF SIGNATURES					
NUMBER OF BOOKS RETURNED					
Beginning Number	Ending Number	Print Client Name	Client or Proxy Signature	Comments	Book Count
1001	1010				1
1011	1020				2
1021	1030				3
1031	1040				4
1041	1050				5
1051	1060				6
1061	1070				7
1071	1080				8
1081	1090				9
1091	1100				10
1101	1110				11
1111	1120				12

The participant or staff person may print the participant name. The signature, initial or mark must be by the participant or their proxy.

Use the comment section for items such as individuals who are under 60 but live in a senior high rise/apartment complex that you are targeting. You can also list the distribution site on the Comment line if you want the data broken down by site.

These sheets may be duplicated if you find you need the same sheet multiple sites. Please make sure you put an explanation on any blank lines, such as “See other page”, or just draw a line through the duplicated numbers.

You will receive a coupon register for each set of coupons you receive. If you have carryover books from the previous year (for purchased coupon books only) you will receive the coupon register in the same email as the 100 free book register. Also, if you have notified the Statewide Coordinator early enough in the season that you are purchasing books, that register will also be with the free and carry over register. If you purchase books later in the season, you will receive your coupon register in a separate email.

The original coupon registers must be sent in to the state office no later than the first business day of December of the current year. These are kept for three years according to USDA guidelines for potential audit purposes.

TIP: Make a copy of your signed coupon registers before sending the original to the state office. This will assure that if something happens in the mail, a copy will still be available.

PURCHASING BOOKS/COUPONS

Your agency/group may purchase additional coupons to distribute. Coupon books cost \$20.00. Contact the state coordinator via email with the number of books you want to purchase. Additional books can be purchased until mid-July of each year. Payment must be received no later than the second Friday of September of the current year. The form that is required to be submitted with the payment will be available on the website, as well as emailed to all Lead Agencies.



Port Austin Farmers Market

NUTRITION EDUCATION

The USDA requires that all persons who apply for the Senior Project FRESH/Market FRESH coupons be given nutrition education. States may choose how this nutrition education is delivered. Michigan allows for written material, one-on-one classes, group classes or demonstrations/programs at the market to count as nutrition education. Many of the lead agencies work with other agencies that can help provide all or some of the nutrition education. These agencies include:

- ✓ Michigan State University Extension Offices
- ✓ Area Agencies on Aging
- ✓ Hospital and Health Systems

Senior Project FRESH/Market FRESH provides some nutrition education handout sheets that you are welcome to use. They can be found on the website:

<http://www.michigan.gov/marketfresh>. Here are some other websites where you can find nutrition handout information.

- ✓ <https://www.choosemyplate.gov/>
- ✓ <http://www.eatright.org>
- ✓ <https://snaped.fns.usda.gov/nutrition-education-materials>
- ✓ <http://wellnessproposals.com/wellness-library/nutrition/handouts/>

Michigan State University Extension Offices have a program called, “Discover Michigan Fresh Senior”. It is an at-the-market tour for older adults that helps them navigate the markets and learn about farm fresh foods. You may want to call your local MSUE office and see if they can provide some tours.

Other Handout Information. Each lead agency is encouraged to also distribute other information to their Senior Project FRESH/Market FRESH participants. This may include, but is not limited to:

- a. List of eligible items for purchase with coupons
- b. Lists of participating markets and roadside stands
- c. Information on other services provided by the Lead Agency
- d. Information on the Area Agency on Aging that serves the area
- e. Information on other nutrition/wellness programs in the area

DATA

Overview

The USDA requires a minimal amount of data to be collected by the Lead Agency on each participant. The State also adds some questions for data analysis and program planning also. It is important to have the applicants/participants fill out or give you correct information. The USDA funds the program each year based on the population the program is reaching. If participant data is not available, i.e. the participants refuse to answer, the program is at risk for ending, so please do your best to collect the requested data.

Web-Based Data Collection. Requirements: internet connection, and computer. Lead Agency staff will sign on to the program. A list of the previous year participants may be available to choose from. There is a search feature. Lead Agencies will only be able to see participants who received coupons from their county or program in the past, or if they are entering names for the first time, they will just see who is in their program. If you have past year data available, search for a participant, bring up the record, and make any necessary edits and add current year information.

The Lead Agency staff will show the participant the income chart, and when the participant verifies they are at or under the 185% level, the Lead Agency staff will indicate the certification in the web-based program. Coupons can be handed out, and the data collection is complete. The Lead Agency will be able to print out a report of those persons that have received coupons from their county. The State Office will be able to use this database to create all the required reports, so the Lead Agencies will no longer have to submit spreadsheets at the end of the year.

Available Reports. Lead Agencies may request from the State Office a Participant Redemption Report. This can be for their service area, or can be broken down into smaller components, such as distribution sites, if that data has been collected.

Some examples are:

- County
- City
- Zipcode
- Distribution location
- Age range
- Gender
- Other by request

Market data is also provided. This includes:

- Name of market used by coupons assigned to your group
- Number of coupons used there
- Number of markets used in your county
- Percent of coupons redeemed at in-county markets

A statewide report is also available.

Food For Thought.....

Michigan produces over 300 commodities on a commercial basis including tart cherries, blueberries, dry beans, Floriculture products, and cucumbers for pickles.



In 2013, Michigan exported nearly \$3.53 billion of agricultural products to Canada, Japan, Mexico, South Korea, China, and more.

CLOSEOUT

Your program can be closed out for the year after you are done distributing coupon books.

- ✓ Send your original coupon register, via US Mail, to the Statewide Coordinator. (See Appendix E for addresses and contact information).
- ✓ If paper applications were used, enter the data into the web-based application. If you cannot do that, send the paper applications to the Statewide Coordinator.
- ✓ If you have coupons that were not distributed, send the coupon numbers to the Statewide Coordinator so they can be taken out of the system for more accurate redemption data.

COMMUNICATION

The Statewide Coordinator will send out an informational email during the season at least every two weeks. During the height of the season, it will be every week. Please check these communications for updated information about the program. This email communication is available to anyone connected with the program, so please notify the Statewide Coordinator if you want someone added to the list.

Appendix E has contact information for the state office staff that assist with Senior Project FRESH/Market FRESH.

The website is: <http://www.michigan.gov/marketfresh> Click the 'Lead Agency' tab that will have information on it, such as handouts that you may be interested in.

In 2016:

- ✓ 83 Counties participated
- ✓ 77% of distributed books had all ten (10) coupons used
- ✓ Redemption rate of 82% statewide
- ✓ Over 19,000 participants



FREQUENTLY ASKED QUESTIONS FOR LEAD AGENCIES

Question: What do the farmers/markets do with the coupons after the participant uses them?

Answer: Markets/farmers send in the coupons to the state office for reimbursement. They are given the full \$2.00 per coupon, so there are no admin funds coming off the top of their payment. Individual farmers can represent themselves, or they can be represented by a market master, who represents many farmers.

Question: How do farmers sign up?

Answer: Farmers/markets/roadside stands can contact the state office (see Appendix E) for more information. They register with the state office and the state budget office, take part in an educational conference call, then may accept coupons. There is no charge for registration.

Question: If a group of farmers cannot find someone to be a Market Master, can our agency do it?

Answer: Yes, however, you need to contact the statewide coordinator for written permission. You will need to have a written policy showing that you are keeping coupon distribution and coupon redemption separate.

Question: Can we give more than one book?

Answer: You should distribute one book per person for the first 100 books. If you do not have 100 people interested in a book, then you may give a 2nd book. If you have carry over books, or you purchase books, you may give as many as you like after you distribute the first 100.

Question: What are 'carry over' books?

Answer: If an agency purchases books and does not have 100% redemption on those books, the 'left over' books carry over into the next year. Agencies can also request a return of funds for the unredeemed books/coupons.

Question: Is a household limited to one book from the first 100?

Answer: No. If the total household income is at or below 185% of poverty, then each adult in the household can receive a book.

Question: What is considered household income? Can they subtract medical bills?
Answer: Since this is not a means-tested program, and we are not looking for proof of income, the best thing to do is to ask the participant to look at the chart and verify they are at or below the 185%. If they ask about what does that include, tell them the money they receive on a yearly/monthly/weekly basis. It is their call whether they qualify or not.

Question: If siblings, friends, or other relatives are living in the same household, but the total combined household income is higher than 185%, does that disqualify them all?

Answer: No. Individuals living in the same household who file separate tax returns, and are not life partners, can each be considered as separate households.

Question: We have folks that live in one county but get services in another county because they are closer to the other county. Can they get coupons from us?

Answer: Yes. Contact the statewide coordinator if you have folks in this situation. You will be sent additional coupons so that you will still have 100 books for your county residents.

Question: Do persons under the age of 60 with disabilities qualify?

Answer: If you are distributing books in a senior hi-rise or apartment complex where younger adults with disabilities live, then you should include them in the distribution. This program was created to serve those 60 and older, so it is not discrimination to not serve younger persons.

Question: A coupon book was issued to an individual who passed away before using them. The family returned the books. How should I handle this?

Answer: Indicate on the coupon register the book was not used. (Write in the comments section). Email the statewide coordinator the coupon book numbers, and let them know if you would like a replacement book. Do not reissue the book or remaining coupons.

Question: A participant lost their coupons, or they went through the washer and are unusable. What should I do?

Answer: Write on the coupon register in the comment section "Lost" or "Destroyed" and email the statewide coordinator the coupon numbers. You will receive a replacement book that you can issue to the participant. If you still have books remaining, you can issue one of yours and still get the replacement.

SFMNP INCOME ELIGIBILITY GUIDELINES (Effective from July 1, 2018 to June 30, 2019)															
Household Size	Federal Poverty Guidelines- 100%					130%					185%				
	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
48 Contiguous States, D.C., Guam and Territories															
1	\$12,140	\$1,012	\$506	\$467	\$234	\$15,782	\$1,316	\$658	\$607	\$304	\$22,459	\$1,872	\$936	\$864	\$432
2	16,460	1,372	686	634	317	21,398	1,784	892	823	412	30,451	2,538	1,269	1,172	586
3	20,780	1,732	866	800	400	27,014	2,252	1,126	1,039	520	38,443	3,204	1,602	1,479	740
4	25,100	2,092	1,046	966	483	32,630	2,720	1,360	1,255	628	46,435	3,870	1,935	1,786	893
5	29,420	2,452	1,226	1,132	566	38,246	3,188	1,594	1,471	736	54,427	4,536	2,268	2,094	1,047
6	33,740	2,812	1,406	1,298	649	43,862	3,656	1,828	1,687	844	62,419	5,202	2,601	2,401	1,201
7	38,060	3,172	1,586	1,464	732	49,478	4,124	2,062	1,903	952	70,411	5,868	2,934	2,709	1,355
8	42,380	3,532	1,766	1,630	815	55,094	4,592	2,296	2,119	1,060	78,403	6,534	3,267	3,016	1,508
Each add'l fam mem add	\$4,320.00	+\$360	+\$180	+\$167	+\$84	+\$5,616	+\$468	+\$234	+\$216	+\$108	+\$7,992	+\$666	+\$333	+\$308	+\$154
Alaska															
1	\$15,180	\$1,265	\$633	\$584	\$292	\$19,734	\$1,645	\$823	\$759	\$380	\$28,083	\$2,341	\$1,171	\$1,081	\$541
2	20,580	1,715	858	792	396	26,754	2,230	1,115	1,029	515	38,073	3,173	1,587	1,465	733
3	25,980	2,165	1,083	1,000	500	33,774	2,815	1,408	1,299	650	48,063	4,006	2,003	1,849	925
4	31,380	2,615	1,308	1,207	604	40,794	3,400	1,700	1,569	785	58,053	4,838	2,419	2,233	1,117
5	36,780	3,065	1,533	1,415	708	47,814	3,985	1,993	1,839	920	68,043	5,671	2,836	2,618	1,309
6	42,180	3,515	1,758	1,623	812	54,834	4,570	2,285	2,109	1,055	78,033	6,503	3,252	3,002	1,501
7	47,580	3,965	1,983	1,830	915	61,854	5,155	2,578	2,379	1,190	88,023	7,336	3,668	3,386	1,693
8	52,980	4,415	2,208	2,038	1,019	68,874	5,740	2,870	2,649	1,325	98,013	8,168	4,084	3,770	1,885
Each add'l fam mem add	+\$5,230	+\$436	+\$218	+\$202	+\$101	+\$6,799	+\$567	+\$284	+\$262	+\$131	+\$9,676	+\$807	+\$404	+\$373	+\$187
Hawaii															
1	\$13,960	\$1,164	\$582	\$537	\$269	\$18,148	\$1,513	\$757	\$698	\$349	\$25,826	\$2,153	\$1,077	\$994	\$497
2	18,930	1,578	789	729	365	24,609	2,051	1,026	947	474	35,021	2,919	1,460	1,347	674
3	23,900	1,992	996	920	460	31,070	2,590	1,295	1,195	598	44,215	3,685	1,843	1,701	851
4	28,870	2,406	1,203	1,111	556	37,531	3,128	1,564	1,444	722	53,410	4,451	2,226	2,055	1,028
5	33,840	2,820	1,410	1,302	651	43,992	3,666	1,833	1,692	846	62,604	5,217	2,609	2,408	1,204
6	38,810	3,235	1,618	1,493	747	50,453	4,205	2,103	1,941	971	71,799	5,984	2,992	2,762	1,381
7	43,780	3,649	1,825	1,684	842	56,914	4,743	2,372	2,189	1,095	80,993	6,750	3,375	3,116	1,558
8	48,750	4,063	2,032	1,875	938	63,375	5,282	2,641	2,438	1,219	90,188	7,516	3,758	3,469	1,735
Each add'l fam mem add	+\$4,970	+\$415	+\$208	+\$192	+\$96	+\$6,461	+\$539	+\$270	+\$249	+\$125	+\$9,195	+\$767	+\$384	+\$354	+\$177

USDA is an Equal Opportunity Provider, Employer and Lender

**Michigan Senior Project FRESH/Market FRESH
SENIOR FARMERS' MARKET NUTRITION PROGRAM
APPLICATION**

County _____

DATE OF APPLICATION: ____/____/____

PARTICIPANT INFORMATION

FIRST NAME: _____ LAST NAME: _____

DATE OF BIRTH: ____/____/____ SEX: ☐ MALE ☐ FEMALE

PHONE NUMBER _____

The collection of race and ethnicity is requested solely for the purpose of determining the State agency's compliance with Federal civil rights laws, and ensures that the program is administered in a non-discriminatory manner.

ETHNICITY CATEGORY:

☐ HISPANIC OR LATINO☐ NOT HISPANIC OR LATINO

RACE CATEGORY (select one or more):

☐ AMERICAN INDIAN OR ALASKA NATIVE☐ ASIAN☐ BLACK OR AFRICAN AMERICAN☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER☐ WHITEADDRESS: _____
STREET CITY STATE ZIP

Number in household? _____

Please indicate if you participate in any of the following programs:

☐ SNAP benefits ☐ Food Bank ☐ TFAP ☐ CSFP-Commodities☐ Congregate meals ☐ Home delivered meals ☐ Other food assistance programs

To be eligible to receive **Senior Project FRESH** (SFMNP) coupons, you must be at least 60 years of age and meet the income guidelines, which are based on 185% of the Federal Poverty Income Guidelines during the current fiscal year and live in the county where the coupons are being issued. Your signature indicates that you have been given a copy of the current income guidelines which are as follows, not to exceed:

For 1 person: \$22,459

For 2 people: \$30,451

If you have additional family members, please see the chart for the income eligibility.

CERTIFICATION BY PARTICIPANT

I have been advised of my rights and obligations for use of Senior Project FRESH coupons. I certify that the information I have provided for my eligibility determination is correct, to the best of my knowledge. I am aware that I cannot receive farmers' market benefits from more than one state, more than one local agency or program model (check, coupon or CSA). This application is being submitted in connection with the receipt of Federal assistance (Senior Farmers Market Nutrition Program known in Michigan as Senior Project FRESH). I understand that intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts may result in paying the State agency, in cash, the value of the food benefits improperly issued to me and may subject me to civil or criminal prosecution under State and Federal law.

I understand that I may appeal any decision made by the local agency regarding my eligibility for the Michigan Senior Project FRESH program. I certify I meet the household size and income guidelines provided by the state and that I am eligible to receive Michigan Senior Project FRESH benefits.

Signature of Participant

Date

Signature of Staff/volunteer

Date

Number of coupon books: _____ Coupon book numbers: _____

Applicant eligible? ☐ Yes ☐ given coupons ☐ Put on wait list

☐ No If no: ☐ denial sent to client Date: _____

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

USDA is an equal opportunity provider and employer.

Contact Information for Senior Project FRESH/Market FRESH

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Senior Project FRESH/Market FRESH Lead Agency Database Instructions


The on-line form is located at: <https://www.osapartner.net/leadagency/>


This program works with either Microsoft Explorer or Mozilla Firefox. There are several differences that are explained in the instructions.


Your user name and password will be emailed to you. These user names and passwords are intended to be used for all the people who do data entry in your agency.

Don't forget to enter the 'captcha' code.

Login

 User Name

 Password



9 1 2 b 7 Refresh

Enter captcha code in the box below:

Enter captcha code shown above

Login

For Privacy statement , please click [here](#)

Please contact Cindy Albrecht at 517-284-0162 or via email albrechtc@michigan.gov with problems or question regarding Lead Agency Database access

Welcome: Sunrise Side Senior Services

Session Time Remaining: 59:39

Program Period: 02/01/2017 -- 01/31/2018

Client Management

First Name	<input type="text"/>	Last Name	<input type="text"/>	DOB	<input type="text" value="MM/DD/YYYY"/>			
Status	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Deceased		Program Period	<input checked="" type="checkbox"/> Current <input type="checkbox"/> Previous				
Advanced Search								
<div> <input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Add New Client"/> </div>								
<div> <input type="button" value="Export grid as CSV"/> <input type="button" value="Export current program period data as CSV"/> </div>								
First Name	Last Name	DOB	Gender	Address	Status	County/Program	No. of Books	Action
No record found.								

Search by name: You can search by name by typing in the First Name, Last Name, or Date of Birth. If you want to search by another field (county, address, city, zip), you can click '[Advanced Search](#)'.

To pull up a list of all the former year participants in your program, leave the fields blank and click '[Search](#)'.

Client Management

First Name

Last Name

Sawdy Piper

DOB

MM/DD/YYYY



Status



Active



Inactive



Deceased

Program Period



Current



Previous

Advanced Search



Search



Reset



Add New Client

Records Found: 1

Export grid as CSV

Export current program period data as CSV

First Name	Last Name	DOB	Gender	Address	Status	County/Program	No. of Books	Action
Edith					Active	Mason2 (Ludington)		Assign

If you type in a name and it is in the system, you will see this.

You will need to 'assign' the client to the new program year. Click on 'assign'. A pop-up box will ask you if you want to assign the person to the new year. Click OK.

Client Management

First Name	<input type="text"/>	Last Name	<input type="text"/>	DOB	<input type="text" value="MM/DD/YYYY"/>
Status	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Deceased		Program Period	<input checked="" type="checkbox"/> Current <input type="checkbox"/> Previous	
Advanced Search					
County/Program	<input type="text" value="--Select--"/>			Address	<input type="text"/>
City	<input type="text"/>			Zip	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Add New Client"/>					

Records Found: 154

First Name		Last Name	DOB	Gender	Address	Status	County/Program	No. of Books	Action
				Female		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign
				Male		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign

Clicking the 'search' button will give you a list of all participants from previous years. You can select the one you need and click the word 'assign'.

Session Time Remaining: 58:16
Program Period: 02/01/2017 -- 01/31/2018

Client Management

First Name	<input type="text"/>	Last Name	<input type="text"/>	DOB	<input type="text" value="MM/DD/YYYY"/>
Status	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Deceased		Program Period	<input checked="" type="checkbox"/> Current <input type="checkbox"/> Previous	
Advanced Search					
County/Program	<input type="text" value="--Select--"/>			Address	<input type="text"/>
City	<input type="text"/>			Zip	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Add New Client"/>					

Records Found: 154

First Name		Last Name	DOB	Gender	Address	Status	County/Program	No. of Books	Action
				Female		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign
				Male		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign
				Female		Active	Mason2 (Ludington)		Assign

The 'export grid as CSV' results in a file that can be opened in MS Excel, and will show what is on the screen.

The 'export current program period data as CSV' will give you a list of all clients that have been activated for the current year or who you enter as new.

Lead Agency

OLAPartner.net Client List Logout

Welcome: Sunrise Side Senior Services
Session Time Remaining: 59:55
Program Period: 02/01/2017 – 01/31/2018

Personal Information			
First Name	Gladys	Last Name	Luckenfueh
DOB	01/01/1932	Age	86
Gender	Female	Race	White
Hispanic	No		

Address Information			
Address Line 1	123 Cedar Pines Point	Address Line 2	
City	Anytown	Zip	12345

Edit **Edit**

After you 'assign' a client that is in the system, (that is, participated prior to the current year) this is the first part of the screen you will see. It has all the fields entered. Check to make sure the fields have the correct information. If they do not, click the 'edit' button on the right side close to the field that needs correction.

Address Information

Address Line 1 *	123 Cedar Pines Point	Address Line 2	Apartment/Lot/PO Box
City *	Anytown	Zip *	12345

Submit **Close**

This is an example of the Address Information edit box. Make any corrections that are needed, then click 'submit'.

Age 80 Gender

Success

Personal information updated successfully.

OK

Review/update/complete the form.

Click on the 'YES' and 'NO' buttons (rectangles) to select.


Items with a red asterisk are required fields.

Use SNAP Benefits	Yes	No
Use TFAP	Yes	No
Use Home Delivered Meals	Yes	No
Certification Date	MM/DD/YYYY	

Certification Date: The certification date is the date that the participant 'certifies' to you that they do meet the income guidelines. It should be the date you are giving out the coupons. Click here to open up a calendar, or type the date in. If you are running Firefox, a calendar icon will show up. In Explorer, the icon will not appear, but you can still click in the gray area for the calendar.

Back To List	Submit	Print
--------------	--------	-------

1. Click 'submit' when the data is updated or added.

 **Success**

Other Information updated successfully.

OK

2. You will receive verification that it was submitted.



3. The screen will be the same- click 'Back to List' and you will be taken back to the top of form. You can search, select from list, or add a new participant.

TO ADD A NEW PARTICIPANT

Session Time Remaining: 41:25
Program Period: 02/01/2017 -- 01/31/2018

Client Management

First Name	<input type="text"/>	Last Name	<input type="text" value="Sawdy"/>	DOB	<input type="text" value="MM/DD/YYYY"/>
Status	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Deceased	Program Period	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Previous		

Advanced Search

Records Found: 1

First Name	Last Name	DOB	Gender	Address	Status	County/Program	No. of Books	Action
Edith	Sawdy	02/09/1934	Female	1068 Daisy Lane Ludington 49431	Active	Mason2 (Ludington)		Assign

If you search and do not find the participant you are looking for, you can 'add a new client'. Click on the button.

Personal Information			
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
DOB *	<input type="text" value="MM/DD/YYYY"/>	Age	<input type="text"/>
Hispanic	<input type="button" value="Yes"/> <input type="button" value="No"/>	Gender *	<input type="button" value="Male"/> <input type="button" value="Female"/> <input type="button" value="Unknown"/>
Race *	<input type="radio"/> White <input type="radio"/> African American <input type="radio"/> Asian <input type="radio"/> An Indian or Alaska Native <input type="radio"/> Native Hawaiian or Pacific Islander <input type="radio"/> Unknown		
Address Information			
Address Line 1 *	<input type="text" value="Street Address"/>	Address Line 2	<input type="text" value="Apartment/Lot/PO Box"/>
City *	<input type="text"/>	Zip *	<input type="text" value="12345-1234"/>
Other Information			
Status	<input checked="" type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Deceased"/>	Number of Books *	<input type="text"/>
County/Program *	<input type="button" value="Mason2 (Ludington)"/>	If Under 60 Explain Reason	<input type="text"/>
Waiting List for Books	<input type="text"/>	Signed Proxy	<input type="button" value="Yes"/> <input type="button" value="No"/>
Total Number in Household	<input type="text"/>	Use Food Bank	<input type="button" value="Yes"/> <input type="button" value="No"/>
Use SNAP Benefits	<input type="button" value="Yes"/> <input type="button" value="No"/>		

The same form will open up as did with the search button. Add the data. Follow the steps in slides 9, 10, and 11 to save your entry.

You can change data until you click the 'submit' button. After you have submitted, the 'edit' button appears, and you can make the changes you need.

- You have access to the participants that received coupons from your agency in 2018. If you are serving participants that officially live outside your county, please use your county name on their application form.
- If you are searching for someone and the system tells you they are already in the system, but you cannot see them, it means they received coupons in another county. Verify that they have not received coupons in another county for 2019 and add them as a new client. You will need to add a middle initial, number or letter to a name to make it appear different so the system will accept it.
- You may add any message that you want in the final comments section.